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JUN 14

N.O.F.

6/1/91

To: S. C. Darrah
From: L. M. Cummings
Subject: Records Management Program

Date: June 11, 1991

Doug
Pls provide
written status
report.

Following is the monthly status report of the Records Management Program implementation in the Manufacturing Department.

During this reporting period, the Applied Technology Department began program implementation and reported 27% completion. Several new departments were also identified as having to begin the initial implementation process. Contacts have been made in each of these departments and we hope to get them involved in the program next month. I will keep you informed periodically of their progress.

This month, 22 more Manufacturing retention schedules received the endorsements required for finalization. Ninety percent (90%) of the Manufacturing schedules for Richmond, Louisville and Cabarrus have now been approved. Of the 7 schedules still requiring approval, 3 are awaiting development by departmental records coordinators and 4 are being reviewed by legal counsel. Counsel has asked that I again remind departmental coordinators that submitting their schedules to Records Management for finalization must become a priority in the implementation of the Records Management Program. I would like to offer any necessary assistance to get this accomplished as soon as possible.

Training for the next phase of the Records Management Program is scheduled to begin next month in Richmond for the departments that have completed the preliminary program requirements. The first departments to be trained will be Tobacco Technology, Leaf and Science and Technology. Legal counsel has agreed to review and assist with this training. Based on the rate of implementation in Manufacturing, the departmental coordinators should expect to receive this training during the third quarter of 1991.

Testing and configuration of the Records Management computer system is nearing completion. The diskettes that will be given to the Manufacturing coordinators to capture their inventory data were ordered from the vendor of our software on May 30. We plan to distribute these diskettes to the coordinators during the next training session. Hopefully, the revised Records Management Manual will be ready to pass out at that time as well.

Reconciliation of inactive records to approved retention schedules was resumed this month. We have started this process for 10% of the Manufacturing departments that have inactive records located in the PM USA Records Center. Based on the volume of records and number of departments to be addressed, we do not plan to complete this activity until the end of 1992. I will continue to keep you informed periodically of our progress.

"ONLY BEING THE BEST WILL KEEP US FIRST"

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In discussions with legal counsel, we have decided to delay program compliance reviews until audit objectives and procedures have been established. These procedures are being drafted and will be submitted to counsel for review in August. Upon their approval, consistency and standardization of program audits will be assured companywide.

Finally, I would like to again thank the Manufacturing records coordinators for their continuing efforts on the implementation of this important program. Included in this report is a departmental and directorate breakout of implementation progress. If you have questions or want more information, please let me know.

Attachments

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